UNITED STATES CIVIL SERVICE COMMISSION
Office of the Executive Director
Interagency Advisory Group
1900 E Street, N.W.
Washington, D.C. 20415

Minutes of the Committee on
Security and Suitability

July 17, 1978

The meeting was chaired by Walter I. Waldrop, Acting Director, Bureau
of Personnel Investigations (BPI). Mr. Waldrop opened the meeting by
announcing that Mr. Drummond had recently been selected as the Acting
Director of the Bureau of Personnel Management Evaluation, and that he
was serving as Acting Director of BPI.

Mr. Waldrop spoke of a project being undertaken by a group known as
SEARCH, Inc. One of the persons working with SEARCH is Bob Belair,
who formerly worked on personnel security while assigned to the
President's Council on Privacy. SEARCH is working with the Depart-
ment of Defense to review the policies regarding the handling of
criminal justice information by state and local jurisdictions. They
will hopefully draft a model law which should assist in providing a
uniform policy for release of such information. The Civil Service
Commission has sent a letter of support, and this Committee will also
send a letter to SEARCH endorsing the project.

Joe Knazik presented a staff proposal from the Civil Service Commis-
sion that the Commission will provide either a carbon copy, or
reproduced copy of reports of investigation, and keep the original
copy for the "record" copy. This will allow the Commission to make
better quality reproductions, when reports are to be reproduced.
There was no objection to this proposal.

Art Willis presented some of the problems now being experienced by the
NACI Center at Boyers, Pennsylvania. He reviewed FPM Letter 293-13
dated February 25, 1977 which deals with the disposition of applications
and investigative data forms after the completion of the NACI. When a
request is made for a return of these forms by the NACI Center, it
sometimes happens that the forms have been destroyed. The FPM requires
filing of the forms in the Official Personnel Folder. Mr. Willis also
presented several problems found in processing of cases, such as
incomplete forms, names not complete, abbreviations used, zip code not
included and all forms not submitted at the same time. Art also
mentioned a situation regarding FBI searches for nonsensitive versus
sensitive cases. In particular, some agencies have requested guidance
in those cases when a person goes from a nonsensitive to a sensitive

position and had received the lesser FBI search at the time of the NACI. This problem is being explored with the FBI and for now nothing is being changed.

Joe Knazik reminded the committee members of upcoming suitability/security training courses in August, October and December. He also spoke of the current problem of unclassifiable fingerprints; at present 40% of finger-prints submitted with the NACI requests are not classifiable. Each regional training center of the Civil Service Commission is sponsoring one-day classes in fingerprinting, and such classes will also be held in Washington starting in September. Announcements will be sent out but in view of the problem, widespread interest should be shown and encouraged, nationwide. Hopefully headquarters personnel will inform their field employees and make inquiries regarding these classes.

Questions were raised regarding standard forms used in initiating investi-gations. There are many forms used now by the different agencies, all asking about the same questions, although in different ways. Mr. Waldrop suggested that these might be consolidated, and one form developed for use by all. Also, Mr. Waldrop mentioned that the "loyalty" questions are not being used on the SF 86 at present. While several agencies were asked for comments, only one has responded fully. Several agencies indicated that they were interested in responding, but so far have not done so. Mr. Waldrop suggested that if the question is finally removed from the SF 86, it will most likely have an effect on the use on other investigative data forms.